ETID Business Rules   **25 July 2005**

A. ETID Deployment

1. Operations Monitors will take the lead in introducing and training ETID to generating activities and DRMOs. They will work with generators as necessary to help them obtain access and become familiar with the ETID program. Operations Monitors will be responsible for follow-on visits and reports of status/problems as required.

2. DRMOs will help identify potential ETID customers to Operations Monitors and participate in ETID deployment efforts as necessary.

3. DRMOs will identify an ETID point of contact(s) for their generators and assist in the proper use of ETID.

4. All DRMOs/RIPLs must maintain the capability to review and process incoming ETIDs.

B. Receiving VIA ETID.

1. General

   a. ETID is a Web-based Electronic Disposal Turn-in Document (DD Form 1348-1a) program. Generators may use ETID to prepare, submit, and print turn-in documentation (DD Form 1348-1A/certifications) and label(s) electronically. The production site for ETID can be found at: www.drms.dla.mil/etid.html. ETID can also be accessed through links from the DRMS web site.

   b. ETID accommodates generators that do not have "service-unique" automated capabilities and it eliminates the hand scribed/typewritten documents. Generators who manually prepare the DD Form 1348-1A should be encouraged to use ETID. ETID will simplify and reduce generator time processing items for turn-in.

NOTE: Generators who turn-in infrequently (i.e., less that once a quarter) may consider using the DRMS DISPOSAL TURN-IN DOCUMENT PROGRAM; Short Form at **http://www.drms.dla.mil/turn-in/1348sf304.xls** or Long Form at **http://www.drms.dla.mil/turn-in/1348lf304.xls** instead of ETID.

   c. ETID turn-in information will be electronically reviewed and accepted/rejected by the DRMO before property is received. This enables DRMOs to identify potential receipt problems, project incoming workload, and identify property that could be re-directed to another DRMO. If needed, DRMOs will contact generators to resolve any discrepancies prior to turn-in or reject the ETID back to the generator in the ETID program to be revised or deleted. If "accepted", ETID turn-in information is automatically written to the PMR file (and entered into the Intransit Control System, if

applicable). When the property is entered into DAISY, the pre-receipt information will be used to populate DAISY and help reduce receipt processing time.

    d. ETID can be used to help identify property that may be redirected to another DRMO, thus reducing the amount of handling required.

    e. Additional information about the ETID program can be found on the DRMS web site (http://www.drms.dla.mil/turn-in/). DRMOs may refer to the ETID Training Briefings for additional instruction on using the ETID program for property turn-ins. These Training Briefings can also be found at the ETID Welcome Page.

    f. An ETID training/demo web site is available where data can be entered without affecting the actual ETID program. Use the following web address: (www.drms.dla.mil/demo/etid.html) for the demo site. Contact your DRMO Service manager or DRMS-O ETID POCs for demo login and password.

    g. DRMOs should contact their Operations Monitor for questions or assistance in using ETID. If further assistance is needed, DRMOs will contact the headquarters operations ETID point of contacts.

2. ETID Login ID and Password Requirement:

    a. For access to ETID, a system login ID and password are required.

    b. FST Chiefs and Area Managers will identify DRMO employees requiring ETID access. DRMS personnel (both U.S. Citizen and local nationals) will use the AURA system to request access to ETID. Coordinate with your TASO to request an AURA for ETID.   Access to ETID as a DRMO user provides the capability to review ETIDs submitted by generators. A DRMO user may have access to more than one DRMO for the purpose of reviewing and processing turn-ins through ETID.

    c. Procedures for generators to obtain a login ID and password are provided in the "Account Request" section of ETID. Generator access to ETID is contingent upon completing the appropriate access request documentation and satisfying system security requirements. Generator Access to ETID provides the capability to create and submit an ETID to a DRMO.

3. ETID Receiving Specific

    a. ETID will be used for usable property only. Scrap or hazardous property capability through ETID will be added in future enhancements to ETID.

    b. ETID can be used for either physical turn-in or receipt in place.

    c. Generators using ETID must use an authorized valid DoDAAC and identify which DoDAACs they will use for turn-in and which DRMOs property will be turned in

to. Generators will establish their turn-in DoDAAC- turn-in DRMO relationships through their ETID User Profile. Generators will use ETID for items they plan to turn-in for disposal through DRMS. *Note: Using ETID for any other reason may adversely affect the Intransit Control System.*

       d. Generators are responsible to prepare an accurate ETID. A submitted ETID will remain in 'Pending' Status until a determination is made by a DRMO.

       e. The DRMO will access ETID (at a minimum once daily) to determine incoming workload, review ETIDs, and identify potential problems with property to be turned-in. All ETIDs in "pending" and/or "pending redirect" status must be reviewed and a determination made whether the property can be 'accepted' for turn-in. This review gives customers feedback whether the ETID is acceptable for turn-in or has been rejected. DRMOs will "accept" ETIDs before receiving property into DAISY. DRMOs will use ETID and e-mail/phone to communicate with the generator about the turn-in. ETIDs can be accepted, rejected or redirected during review.

       f. If an ETID cannot be "accepted", the DRMO will "reject" the ETID back to the generator and provide a reject reason. Rejecting the ETID will preclude the data from entering the PMR. No input has to be done in DAISY at this time. The generator may edit and resubmit the ETID or can delete the ETID.

       g. A generator may edit an ETID in Pending or Reject status and can edit any field that they were currently able to input. The generator can also delete an ETID in Pending or Rejected status

       h. If the property is acceptable for turn-in and the ETID information appears correct, the DRMO will "accept" the ETID and coordinate turn-in. Once an ETID has been accepted by a DRMO, it can no longer be rejected, edited, or deleted in ETID. The acceptance of the ETID automatically writes the receipt information into the Pre-Material Receipt database and also enters the turn-in into the Intransit Control System (if the property meets Intransit criteria) on behalf of the generator.

> *NOTE: After acceptance of an ETID, if the turn-in must be rejected (i.e., generator never turns the property in, or item was mis-identified), property must be rejected according to DoD 4160.21-M. To reject an ETID after "acceptance", the DRMO will use DRMS 917, Disposal Turn-In Document Reject Form and process the Receipt Refusal DAISY Process (CLR transaction in DAISY) to clear the Intransit record.*

       i. DRMOs and Generators will utilize status flags in ETID to manage ETID turn-ins. The creation of the receipt (XR1 or XR3) in DAISY will update the status of the ETID from "Approved" or 'Shipped" to "Processed into DAISY" in ETID. This will assist in managing "Approved" ETIDs that have been processed and those awaiting receipt. DRMOs will follow up with the generating activity on ETIDs that have been approved but have not been turned-in within 60 days of acceptance and reject as

necessary (ETIDs that have been approved but will not be turned-in) to clear the Intransit record using the CLR transaction.

j. A generator can manually change an ETID status from "Approved" to 'Shipped' when the property is in transit to the DRMO or has been turned-in. Generators may utilize this option as a way to keep track of ETIDs that have been turned-in and those awaiting turn-in.

k. Property received at the DRMO, will be accompanied by the printed copy of the ETID. The generator will use ETID to print a Disposal Turn-In Document (with bar codes), labels with bar codes, certifications, and shipping manifests as needed prior to turn-in. The DRMO will accept as documentation the generator Electronic Turn-in document and associated certifications as applicable. The Generator is required to provide all required hard copies of the DD 1348-1A upon physical receipt. However, the DRMO may choose to print or make copies of additional ETIDs as necessary.

l. The DRMO will access DAISY to input the XRI/XR3 transaction. For acceptable (XR1/XR3) receipt documents, the DRMO may scan the barcode on the label or DTID to begin the receipt process.

m. During the review of an ETID, the DRMO may "redirect" an ETID to another DRMO (i.e., redirect DEMIL required property to a DEMIL Center). The redirect of an ETID will be done only after coordinated with the generator and receiving DRMO and the generator is willing to ship/turn-in property to the redirected DRMO location.

n. If a DRMO rejects an ETID that was redirected to them from another DRMO then before further action can be taken the DRMO who rejects needs to call and discuss with the other DRMO and generator why this ETID has been rejected.